

# Quick Start Guide

Job Flow Sheets



**WorkCentre 7228/7235/7245**

## Job Flow Sheets - Overview

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Job Flow Sheets are used to execute a series of actions on a scanned document. A Job Flow Sheet operates on documents stored in a mailbox.

To use a Job Flow Sheet, you must **link** a mailbox to the Job Flow Sheet in advance. Documents are automatically processed by the Job Flow Sheet when they are stored in the mailbox.

## **Job Flow Sheets - Setup**

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Setting up a Job Flow Sheet for scanning requires the following three steps:

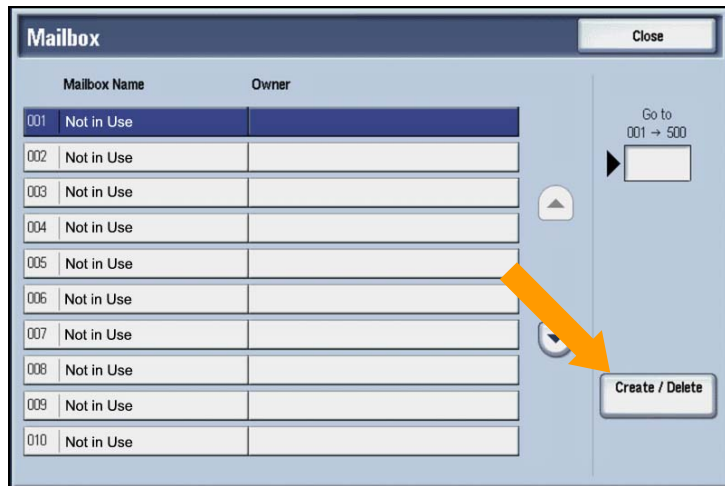
1. Creating a Mailbox
2. Creating a Job Flow Sheet
3. Linking a Mailbox to a Job Flow Sheet

The steps listed above are described on the pages that follow.

## 1. Creating a Mailbox

Follow the steps below to create a mailbox:

1. Press the **Log In/Out** button on the machine Control Panel.
2. Enter the appropriate **Login ID**, then touch the **Confirm** button.
3. Touch the **System Settings** button.
4. Touch the **Setup Menu** button.
5. Touch the **Mailbox** button.
6. Select a mailbox that is **Not in Use**.
7. Touch the **Create/Delete** button.



8. Choose a **Passcode** option for this mailbox (**On** or **Off**), then touch the **Save** button.
9. Select the **Mailbox Name** item, then touch the **Change Settings** button.
10. Use the keyboard to enter your new **Mailbox Name**.
11. Touch the **Save** button.
12. Touch the **Close** button.
13. Review the list to verify your new **Mailbox Name** exists.
14. Touch the **Close** button.
15. Touch the **Close** button.
16. Touch the **Exit** button.

## 2. Creating a Job Flow Sheet

Follow the steps below to create a Job Flow Sheet:

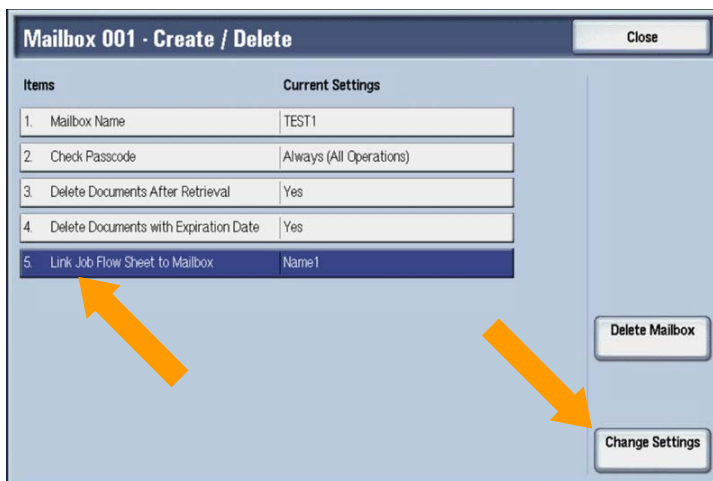
1. Press the **Log In/Out** button on the machine Control Panel.
2. Enter the appropriate **Login ID**, then touch the **Confirm** button.
3. Touch the **System Settings** button.
4. Touch the **Setup Menu** button.
5. Touch the **Job Flow Sheets** button.
6. Touch the **Create** button.

Name	Updated
Name1	2003/10/29
Name2	2003/10/29
Name3	2003/10/29
Name4	2003/10/29
Name5	2003/10/29
Name6	2003/10/29
Name7	2003/10/29
Name8	2003/10/29
Name9	2003/10/29

7. Select the **Name** item, then touch the **Change Settings** button.
8. Use the keyboard to enter the new Job Flow Setting **Name**.
9. Touch the **Save** button.
10. Choose the appropriate job flow options (**Send Fax, Send E-mail, Transfer, Print, etc.**), then touch the **Change Settings** button.
11. Change and save your flow settings as required.
12. Touch the **Save** button.
13. Touch the **Exit** button.
14. Touch the **Close** button.
15. Touch the **Exit** button.

### 3. Linking a Mailbox to a Job Flow Sheet

1. Press the **Log In/Out** button on the machine Control Panel.
2. Enter the appropriate **Login ID**, then touch the **Confirm** button.
3. Touch the **System Settings** button.
4. Touch the **Setup Menu** button.
5. Touch the **Mailbox** button.
6. Select an existing **Mailbox Name** from the list, then touch the **Create/Delete** button.
7. Select the **Link Job Flow Sheet to Mailbox** item, then touch the **Change Settings** button.

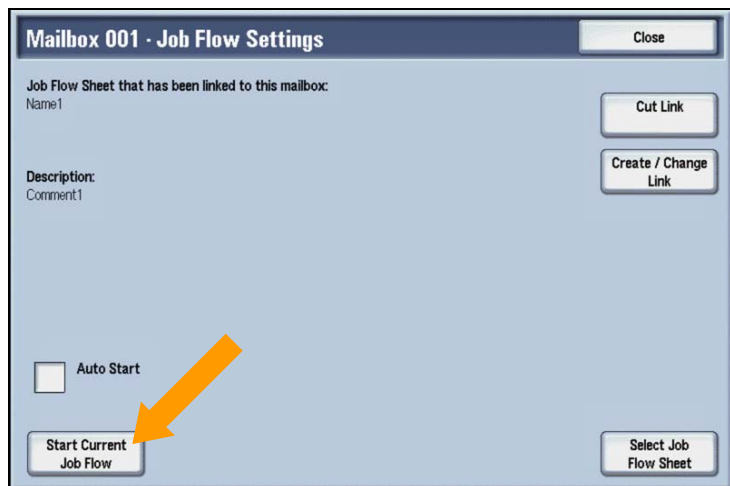


8. Touch the **Create/Change Link** button.
9. Select an existing Job Flow Sheet from the list, then touch the **Save** button.
10. Touch the **Close** button.
11. Touch the **Close** button.
12. Touch the **Close** button.
13. Touch the **Close** button.
14. Touch the **Exit** button.

## Scanning with a Job Flow Sheet

Follow the steps below to scan documents using a Job Flow Sheet.

1. Press the **Services** button on the machine control panel.
2. Touch the **All Services** icon, if necessary, then touch the **Scan to Mailbox** icon.
3. Select the appropriate Mailbox from the list shown on the **General Settings** tab.
4. Load your document into the Document Handler, or place your document onto the Document Glass, and press the **Start** button.
5. Touch the **All Services** icon, if necessary, then touch the **Send from Mailbox** icon.
6. Select the appropriate Mailbox from the list shown on the touch screen.
7. Select the appropriate document from the list shown on the touch screen.
8. Touch the **Job Flow Settings** button.
9. Touch the **Start Current Job Flow** button.



**NOTE:** If required, you can choose a different Job Flow Sheet for this scanned document by touching the **Select Job Flow Sheet** button.

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